



# Completing Pay Code Moves

The Pay Code Move function is used to change the form of payment from the default calculation of an employee's excess hours worked to another form of compensation. Only Managers and Administrators are authorized to complete Pay Code Moves .

## Performing a Pay Code Move

**Navigation:** Manage My Department > Genies Widget > Genie Selector > *Any Genie*

1. Select the **\_All Home Hyperfind**.
2. **Double-click** the **employee** to access their timecard.
3. In the timecard grid, select the **day** containing the affected hours.
4. In the Totals & Schedules timecard tab, change the view from **All** to **Daily**.

Account	Pay Code	Amount
ABS 85-1990/ABS 85-1911-/-/-/8500001/-	OT at 1.5 - Overtime	2.0
ABS 85-1990/ABS 85-1911-/-/-/8500001/-	Regular	72.0

- a. In the Totals & Schedules timecard tab, **right-click** the **hours**, then select **Move** from the Contextual Callout.

**Totals Actions**

Date: 4/10/2023

Pay Code: OT at 1.5 - Overtime

Account: ABS 85-1990/ABS 85-1911-/-/-/8500001/-

Amount: 2.0

**Move Amount**

- b. In the Move Amount window, enter the following:
  - i. Ensure the **Effective Date** is the date the **hours occurred**.
  - ii. Select the applicable **Pay Code** (see the Pay Code Move Matrix, pg 3-4)
  - iii. Enter the number of **Hours** in the Amount field.
  - iv. Select **OK**.

**Note:** There is no need to calculate any math because you are only changing the form of payment. For example, 2 hours of **OT at 1.5 – Overtime** moved to 2 hours of the Pay Code **CL3 – Comp Lv Earned 1 hr EQ 1.5** will automatically result in 3 hours added to the employee's compensatory leave balance. In most cases the rate of excess compensation will stay the same; however, there are special situations where the rate of compensation is changed.

**Move Amount**

**From**

Pay Code : OT at 1.5 - Overtime

Amount (HH.hh): 2.0

Transfer : ;ABS 85-1990/ABS 85-1911-/-/-/8500001/-

**To**

Effective Date : \* 4/10/2023

Pay Code : \* CL2 - Comp Lv Earned-1 h...

Amount (HH.hh): 2.0

Transfer :

Comments (0) [Add Comment](#)

Cancel OK

**Note:** If the body of the timecard contains a transfer, then it is important to maintain the same transfer code for the “To” section of the Unpaid Holiday Premium; otherwise leave the Transfer field blank.

- c. Select **Save** from the **Action Bar**.
- d. Verify the information in the **Totals & Schedules timecard tab** is correct.

## Adding a Comment

It is a **Best Practice** to add a comment to the employee’s timecard when hours are moved, rather than attach a comment to the moved amount, so it is clearly visible to all.

1. In the Employee’s timecard, right-click the **Out cell** where affected hours were worked.
2. In the Contextual Callout, click **Comments**.

**Punch Actions**

Date: 4/12/2023

Time: 7:00AM

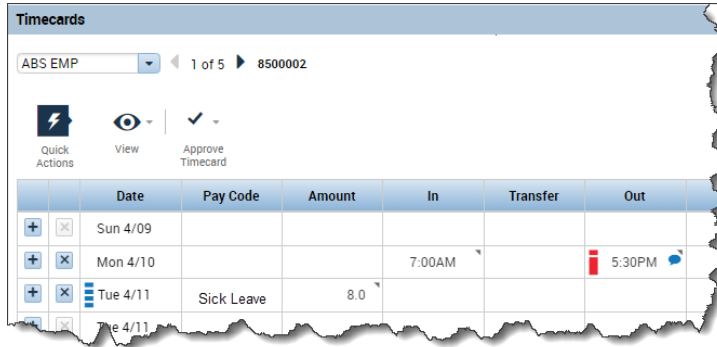
Rounded Time: 4/12/2023 7:00AM GMT-04:00

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Edit Comments Justify Exception

3. In the Comment window, click the Select **Comment drop-down** and select the applicable **Comment**.
4. Click **OK**.

5. Select **Save** from the **Action Bar**.



The comment icon now displays in the date cell of the timecard and can be viewed by right-clicking the comment indicator. Comments are also visible within the Audits Timecard Tab.

**Note:** In v 8.1 there isn't a Move Amount timecard tab.

## Pay Code Move Matrix

Reference the Pay Code Move Matrix to determine the correct Pay Code to move from/to. The form of payment - Overtime Pay, Compensatory Leave or Holiday Premium, may be changed if needed within the Pay Code Move.

### Changing Overtime Pay to Compensatory Leave Earned

Generally, all overtime hours worked by non-exempt employees will be paid by MTime in the form of overtime pay. An employee may elect to earn compensatory leave in lieu of overtime pay with supervisory approval. To reclassify the overtime hours from pay to compensatory leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches the corresponding Overtime Pay code as reflected below.

OVERTIME PAY	Move To	COMPENSATORY LEAVE
OT at 1.5 - Overtime	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
OT at 1.5 36 HR Week	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
OT at 1.5 44 HR Week	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
OT at 1.5 on Unscheduled Day	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
Call Back Pay	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
OT – DOCR – Paid Meal Break	→	CL3 – Comp Lv Earned – 1 Hr EQ 1.5
Overtime Premium at .5	→	CL1 – Comp Lv Earned – 1 hr EQ .5
Overtime Due to Scheduled Changes	→	CL1 – Comp Lv Earned – 1 hr EQ .5
OT at 1.0 - Overtime		CL2 – Comp Lv Earned – 1 hr EQ 1.0

### Changing Compensatory Leave Earned to Overtime Pay

Generally, all overtime hours worked by exempt employees will be paid by MTime in the form of compensatory leave. An employee may elect to earn overtime pay in lieu of compensatory leave with supervisory approval if the cost of overtime pay can be accommodated within the department's existing budget appropriations and the amount of overtime work needed is so great that the employee would

not be able to use the compensatory time earned during the leave year. To reclassify the overtime hours from compensatory leave to overtime pay, the supervisor must perform a Pay Code Move by selecting the appropriate Overtime Pay Code that matches the corresponding Compensatory Leave Pay Code as reflected below.

COMPENSATORY LEAVE	Move To	OVERTIME PAY
CL3 – Comp Lv Earned – 1 Hr EQ 1.5	→	OT at 1.5 - Overtime
CLE – 1.5 36 HR Week	→	OT at 1.5 - Overtime
CLE- 1.5 44 HR Week	→	OT at 1.5 - Overtime
CLE - 1.5 Unscheduled	→	OT at 1.5 - Overtime
CL2 – Comp Lv Earned – 1 hr EQ 1.0	→	OT at 1.0 - Overtime
CLE – 1.0 36 HR Week	→	OT at 1.0 - Overtime
CLE – 1.0 44 HR Week	→	OT at 1.0 - Overtime
CLE – 1.0 Unscheduled	→	OT at 1.0 - Overtime

### Changing Holiday Premium Pay to Compensatory Leave

All holiday hours worked by an employee will be paid as Holiday Premium Pay by MCTime. If a department director cannot pay premium pay to an employee for holiday work because of special or significant budgetary limitations, the department director must credit the employee with compensatory leave in lieu of holiday premium pay. To reclassify the holiday hours worked from Holiday Premium Pay to Compensatory Leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches the corresponding Holiday Premium Pay code as reflected below.

HOLIDAY PAY	Move To	COMPENSATORY LEAVE	
HDP – Holiday Pay	→	CLH – Comp Lv Earned for Holiday	
HP1 – Holiday Premium Pay at 1.5	→	CL3 – Comp Lv – 1 hr EQ 1.5	
HP2 – Holiday Premium Pay at 2.0	→	CL4 – Comp Lv – 1 hr EQ 2.0	